United Nations ST/IC/2017/23

Secretariat

19 July 2017

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Review for consideration for the granting of a continuing appointment, as at 1 July 2014**

1. The present circular sets out the procedures for the conduct of the 2014 annual review of staff eligible for consideration for conversion to a continuing appointment, in accordance with the provisions of ST/SGB/2011/9 and ST/AI/2012/3.

Eligibility criteria

2. In order to be eligible for consideration for the granting of a continuing appointment, staff members must satisfy the criteria set out in section 2 of ST/SGB/2011/9 on continuing appointments and section 2 of ST/AI/2012/3, on the administration of continuing appointments, by the eligibility date of 1 July 2014.

Procedures

2014 post envelopes and availability of continuing appointments[1]

3. The Assistant Secretary-General for Human Resources Management has calculated the global level of post envelopes for this review as follows: the post envelope for the Professional and higher categories and the Field Service category is 7,873, and the post envelope for the General Service and related categories is 4,149.

4. In view of the cumulative number of existing continuing and permanent appointments in each of the post envelopes, it has been determined that the total maximum number of continuing appointments that can be given for this review will be 1,297 for the Professional and higher categories and the Field Service category and 437 for the General Service and related categories.

* The present circular will be in effect until further notice.

[1] An explanation of the calculation of the post envelope can be found in paragraphs 51 and 52 of resolution 65/247.

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Start of the review process

5. On the basis of a prima facie review of appointment records for the five years preceding the 1 July 2014 eligibility date, the Office of Human Resources Management has identified a preliminary list of potentially eligible candidates in each department or office and will transmit the list to those departments or offices for verification and amendment, if needed, in accordance with section 5.2 of ST/SGB/2011/9 and section 4.2 (d) of ST/AI/2012/3.

6. Candidates who have been identified as potentially eligible will receive an automatic email generated in Inspira, indicating that their names have been submitted to the heads of their departments or offices for review.

7. Each head of department or office shall review the eligibility of the staff members serving with them at the time of review. A staff member who is on temporary assignment to an office in the Secretariat other than his or her parent office as at the eligibility date will be considered by the parent department or office, in consultation with the office in which the staff member currently serves, as appropriate.

8. The review exercise will be conducted through Inspira. The relevant menus for the review will be open in Inspira only to staff members who have been identified in accordance with paragraph 6 above. Staff members who believe that they are eligible and who have not received email notification of their eligibility for review should contact their executive office or local human resources office to request review for inclusion by the deadline, which will be announced on iSeek.

Stage I: eligibility review

9. Staff members who have been notified that their records will be subject to review will be given the opportunity to comment on their data. Staff members who wish to avail themselves of this opportunity can log on to Inspira, review their eligibility data and provide comments and attachments by the established deadline, which will be announced on iSeek. It should be noted that such a review by the staff member is not mandatory. Once the staff review period has elapsed, staff members will not be able to provide additional information through Inspira, and the executive office or local human resources office will proceed with the review of existing records.

10. The executive office or local human resources office will then review the data of potentially eligible candidates Staff members may be contacted during the review period to clarify any of the submissions that they have made or to provide additional information. On the basis of the review of the data, a determination will be made by the executive office or local human resources office as to whether the staff member is eligible for consideration for conversion to a continuing appointment.

11. Because this is a global exercise, executive offices and local human resources offices must complete the eligibility review of all staff members under their purview by the same deadline, which will be published on iSeek.

12. Once executive offices and local human resources offices have completed their eligibility reviews, all staff members whose records have been reviewed will be notified of their eligibility status.

Stage II: points allocation review

13. In the event that the number of continuing appointments to be awarded under a given post envelope is larger than the number of eligible staff members in that envelope, there will be no need to conduct the points allocation review, as all

eligible candidates will be awarded continuing appointments, in accordance with section 5.3 of ST/SGB/2011/9.

14. In the event that the number of continuing appointments to be awarded under a given post envelope is smaller than the number of eligible staff members in that envelope (after review in stage I above), candidates deemed eligible by their executive office or local human resources office will again be given the opportunity to comment on their records for the purpose of points allocation (see annex for a list of the criteria that will be used).

15. Staff members who wish to avail themselves of this opportunity will be able to log on to Inspira, review their point allocation data and provide comments and attachments by the established deadline, which will be announced on iSeek. It should be noted that this review by staff members is not mandatory. Once the deadline has passed, staff members will not be able to provide additional information through Inspira, and the executive office or local human resources office will proceed with the review of the existing records.

16. On the basis of the review of the data, the executive office or local human resources office will determine the points to be awarded to each eligible candidate in accordance with section 3 of ST/AI/2012/3. The executive office or local human resources office may contact the staff member during the review period to clarify any of the submissions that he or she has made or to request additional information.

17. The time frame required for the points allocation review will be announced to executive offices and local human resources offices once it is known how many cases have to be reviewed. Executive offices and local human resources offices must complete the points allocation review of all the staff under their purview by the deadline which will be published on iSeek.

18. All eligible staff members will be notified of the points that they have been awarded by their executive office or local human resources office at the end of the points allocation review period.

Final ranking

19. Once all heads of departments or offices have transmitted to the Office of Human Resources Management the final list of eligible staff members under their purview and the points allocated to them, the Office shall centralize the information received and create two lists of eligible staff members according to rank: one list for the Professional and higher categories and the Field Service category and another for the General Service and related categories, in accordance with section 5.3 of ST/SGB/2011/9.

20. Staff members who are awarded equal numbers of points shall be ranked on the basis of length of continuous service.

21. As the review is conducted on a global basis, there shall be no relationship between the number of posts in the envelope per department or office and the number of staff members who could be granted a continuing appointment in that department or office.

Review by the Office of Human Resources Management and granting of appointments

22. Before a decision is made on the granting of continuing appointments, the Office of Human Resources Management will review top-ranked staff members to ensure that they continue to meet the criteria set out in section 2.1 (b), (e) and (f) of ST/SGB/2011/9 at the time of the granting of the appointment.

23. If a decision is made not to renew a staff member's fixed-term appointment during the review period, the appointment will not be extended to cover the duration of the review period. The staff member will be excluded from the review.

24. Staff members who meet the eligibility criteria at the start of the review period and are thereafter seconded to another United Nations entity or separate from the Organization during the review period shall also be withdrawn from the review.

25. Once the final ranking is established and the Office of Human Resources Management has confirmed that all top-ranked candidates continue to meet the criteria for granting of continuing appointments, in accordance with sections 5.4 and 5.6 of ST/SGB/2011/9, the Assistant Secretary-General for Human Resources Management will certify the list of staff in each post envelope who can be awarded a continuing appointment.

26. The effective date of continuing appointments shall be the date on which the Assistant Secretary-General for Human Resources Management certifies which staff members are to be granted continuing appointments.

Outcome and relationship to future reviews

27. All staff members deemed eligible for conversion will receive a notification from the Office of Human Resources Management on the outcome of the review.

28. Staff members who have met the eligibility requirements set out in section 2 of ST/AI/2012/3 but have not been granted a continuing appointment owing to the level of the relevant post envelope will have to satisfy again those eligibility requirements at the time of subsequent reviews in order to be considered for the granting of a continuing appointment. In such cases, the department will update the information related to new periods of service for the purposes of eligibility and points allocation.

Annex

Allocation of points

Criteria	*Points*
1. Performance rating for the past four performance reports	
• Exceeds expectations (or equivalent)	• 7 points for each report (for at least a one-year period)
• Frequently exceeds expectations (or equivalent)	• 5 points for each report (for at least a one-year period)
2. Service of at least one year (continuous) in a hardship duty station:	
• Categories A and B	• 1 point per tour of duty[a]
• Category C	• 3 points per tour of duty
• Category D	• 5 points per tour of duty
• Category E	• 7 points per tour of duty
3. Service of at least one year (continuous) in a non-family duty station	2 points per tour of duty
4. Geographic mobility for at least one year (continuous)[b]	3 points per tour of duty
5. Functional mobility for at least one year (continuous)[c]	2 points per tour of duty
6. Proficiency in one official language of the United Nations other than one's mother tongue	2 points
7. Each additional year of service beyond five years	1 point for each year

[a] "Tour of duty" is defined as the initial appointment to a duty station or the reassignment or transfer to another duty station for a continuous period of one year or longer as recorded in the officially established system.

[b] "Geographic mobility" is defined as service in two different positions in two different duty stations for a continuous period of at least one year in each position as recorded in the officially established system.

[c] "Functional mobility" is defined as service of a staff member in different positions for a continuous period of one year or longer in each position, as recorded in the officially established system, involving a change of role, a change of functions or a change of department or office.